

**CALSERVE LEARN AND SERVE AMERICA
REGIONAL NETWORK GRANT CLOSE-OUT FY 2004-05
Year-End Expenditure and Matching Funds Report
for September 1, 2004 through August 31, 2005**

The federal 04-05 grant period for Learn and Serve America (LSA) officially ends on August 31, 2005. Grantees are allowed until November 21, 2005, to liquidate encumbrances (pay bills incurred prior to 8/31/05).

If there is an unexpended balance, the California Department of Education (CDE) will invoice your local educational agency (LEA) for that amount. If you have questions regarding any unexpended funds, please contact Janet Henner (916) 319-0544. The CalServe Program Coordinator and the LEA business office representative should complete this form jointly. Please submit a separate form for each grant award by **November 21, 2005.**

Type of LSA Grant (choose one)	<input type="checkbox"/> Regional Lead	<input type="checkbox"/> T&TA		
LEA Name				
LEA Lead /Program Contact/Phone				
District Fiscal Contact/Phone				
Revenue . . . from CalServe LSA grant and required local match contributions ➡		Sources of required match		
	2004-05 CalServe Grant	District or County match	Private Funds	Total Program
	\$	\$	\$	\$
Expenditures for 04-05 ↓				
Salary & Benefits (1000, 2000, 3000)				
Materials and Supplies (4000)				
Contract Services (5000)				
Travel (7000, 5000)				
Communications (5000)				
Trainings (7000, 5000)				
Administration/Indirect Costs (7300) Capped at 2.5 percent				
Total Expenditures . . .	CalServe	LEA Match	Private Match	Total
Unexpended CalServe Funds ➡	\$	← CDE will bill the LEA for this amount in January 2006.		

Certified by: _____

Fiscal Contact's Signature

Title

Phone

Date